

POLICE IDENTIFICATION SERVICES SUPERVISOR

DISTINGUISHING FEATURES

The fundamental reason the Police Identification Services Supervisor position exists is to plan and organize the activities of the Identification/AFIS Unit within the Crime Laboratory division. This position oversees the areas of Fingerprint Identification, Forensic Photography, and Latent Print examination. Exercises direct supervision over professional and technical staff. Work is performed under general supervision of the Police Crime Laboratory Manager.

ESSENTIAL FUNCTIONS:

Performs classification, searching, and comparison of fingerprints and coordinates the filing and maintenance of general and palm print fingerprint files, as well as all arrest information within the Police department. Services as the AZAFIS Site Managers.

Coordinates, schedules, supervises, and reviews the work of Tenprint, Forensic Photography and Latent Print staff. Ensures adherence to proper practices and procedures; resolves problems and makes decisions; briefs staff on current trends, issues, and changes in procedures. Inspects and maintains staff equipment; arranges for training and implementation of equipment.

Performs AZAFIS administrative functions using the AFIS terminal; performs quality assurance reviews and audits on all work performed within the unit.

Reviews arrest packages to assure compliance with departmental, state, and federal regulations pertaining to criminal history information. Classifies, searches, files, and identifies fingerprints according to the Henry and NCIC system. Visually analyzes fingerprints in order to classify and file. Searches, analyzes and compares very detailed data; makes decisions based on analysis of given information.

Compiles reports and arrest data submitted to ensure proper maintenance, security, and prompt retrieval of records. Maintains general fingerprint files, major case and palm print files. Enters data from arrest packet into computer database requiring continuous and repetitive hand/eye movement; conducts AFIS computer entries and searches on tenprint and latent prints. Testifies in court as needed; performs file purges as directed by court orders, and establish retention schedule.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Classification and identification of individuals through both inked and latent fingerprint comparison; fingerprint analysis and classification; crime scene analysis; statistical reporting; the laws and procedures of evidence; photography and darkroom processing; chemicals, safety precautions, and equipment used in identification laboratories; and modern supervisory and evaluation methods and practices.

Skill in the operation of darkroom equipment, photography equipment, evidence processing kits, fingerprint materials, and making accurate latent print comparisons.

Ability to:

Supervise the daily operations of a major function in the Identification Services Section; schedule, prioritize, and assign work on a daily basis.

Supervise and participate in the collection, examination, comparison, and identification of physical impressions, including fingerprints, footprints, glove prints, flexure creases, tool marks, striation marks, and torn paper to attempt to connect evidence with suspects.

Provide instruction on fingerprint related matters and comparison of other evidence to subordinates and administer effective training to other personnel.

Provide assistance in promoting greater efficiency in detecting and apprehending criminals and enforcing the criminal laws of the state.

Compile statistical information and other reports; assist in the development of more efficient and effective methods and procedures for use in the Identification Services Section; construct court exhibits and appear as an expert witness in court.

Establish and maintain effective working relationships with subordinates, associates, police personnel, other identification laboratories or law enforcement agencies, City personnel, and the general public.

Education& Experience

Requires a Bachelor's degree in Criminal Justice, Forensic Science, or a related field and graduation from the FBI Fingerprint Classification School or a school with equal curriculum preferred. Requires two years supervisory experience. This position requires AFIS experience in reading, cataloging, searching, matching, and storing fingerprints and related data. Experience working with fingerprinting according to the Henry and NCIC system is also required. Certification in AFIS is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified